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October 9, 2012

To: Food Service Directors, Administrators and Managers/Cooks

From: Kenadine Johnson, Cooperative Bid Coordinator

RE: Ordering for the Winter 2012-2013 Cooperative Food Bid

NOTE: PLEASE MAKE COPIES OF THIS MEMO AVAILABLE TO DIRECTORS, CLERKS AND MANAGERS/COOKS

Enclosed are the directions for ordering food and non-food items on the Web-based ordering system for the Winter 2012-2013 Cooperative Purchase Food Bid.

PLEASE NOTE THE FOLLOWING CONDITIONS:

1. The kind and quantity of each item ordered are to be submitted to the School Nutrition Programs Cooperative Purchasing on the Web-based order form/purchase order by November 6, 2012. Please indicate how you want your order delivered. There will be four monthly deliveries per bid period. Fill out the form electronically, make a copy for your files, finalize your order, print off the signature page, send by mail or fax the signed original to the Office of Public Instruction School Nutrition Programs. The authorization form **must** be signed by the manager/cook or the authorized representative of the school food authority (SFA), and by the authorized representative.
2. Schools should order in quantities that can be utilized in the period of January 2013 through June 2013.
3. There is no minimum/maximum quantity of food that can be ordered. Managers should note the pack size when ordering.
4. The Bid will require items to be delivered as follows:
 - a. First Delivery is to begin by January 14, 2013, and be completed by February 15, 2013.

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- b. The consecutive three deliveries will be in one month - four work week time periods. i.e., January, 14, 2013 – February 15, 2013 – March 15, 2013 and April 15, 2013.
 - c. The successful bidder will deliver food items between the hours of 7:00 a.m. and 5:00 p.m. on school days.
- 5. Winter Cooperative Purchase orders totaling \$200 or less per delivery may be subject to a combined bi-monthly delivery.
 - 6. The price per item will be determined by the Bid.
 - 7. Order Form/Purchase Order finalization pages must be signed in ink by both the SFA and the authorized representative (i.e., Superintendent, District Clerk, or Board Chairman). Purchase order numbers may be assigned by schools to facilitate future payment and tracking of order.
 - 8. The successful bidder will bill the participating SFAs for the food items. Payment for products must be made within 45 days of delivery for each delivery period.
 - 9. School Food Services Cooperative Purchasing will charge the participating SFAs 3 percent of the total cost for all items ordered. Warrants or checks, for the administrative fee only, are payable to COOPERATIVE PURCHASE FUND. The OPI administrative fee will be billed during the third delivery period and is due within 30 days.
 - 10. If you do not receive all items you ordered or you have been charged a price different from the bid price, let our office know immediately. The only exception is on items priced per pound.

If you have question, please contact me by telephone at 444-4412, or by e-mail kennie@mt.gov.